

CASE WESTERN RESERVE UNIVERSITY
University Undergraduate Faculty

Minutes of the UUF Executive Committee Meeting
December 20, 2007

Committee members in attendance

Gary Chottiner, Chair	David Samols
William Deal, Faculty Senate Representative	Kimberly Emmons
Larry Parker	Jay Mann, CSE
	Christine Hudak

Ex-officio committee members in attendance

Don Feke, Vice Provost for UG Education	Ken Ledford, CAS Executive Committee
Tim Fogarty, WSOM UG Exec. Committee	Jeffrey Wolcowitz, Dean, UG Studies

Regular guests in attendance

John Blackwell, Chair, UUF Committee on Curriculum
Pat Crago, CSE Associate Dean UG Programs
Don Hunt, Registrar's Office
Emilia McGucken, Chair, UUF Committee on Student Life, Services, and Environment
Susan Zull, Secretary of the University Faculty

1. Approve minutes

November minutes were approved.

Christine Hudak resigned as secretary but agreed to take notes for this meeting. No one else on the committee was willing to serve as secretary.

Notes from the August and October meetings were made available to Gary Chottiner, who will convert them to minutes and circulate them to the committee via email for approval and posting.

2. Reports

G. Chottiner has requested regular reports from the UUF committees and from the constituent faculty executive committees. These reports may take the form of oral reports at the UUFXC meetings or, if the appropriate representative is not available to attend the meeting, as a written report (or minutes) to be distributed to the UUFXC.

A. UUF Committees

i. update on membership & chairs

Joseph Fagan and Theodore (Ted) Gup were unanimously approved to serve on the Committee on Student Life, Services and Environment.

Mary Beth Kavanagh, Irene Lee, and Deepak Sarma were unanimously approved to serve on the Committee on Undergraduate Admission.

ii. reports from UUF committees

John Blackwell reported that the UUFCC has streamlined its course and program approval process. Everyone on the committee has the opportunity to review each action but, unless someone makes a specific request, the only actions which will be brought to a meeting of the UUFCC are those actions that Blackwell and Dean Wolcowitz determine might interest schools other than the one that originates the action. New course and program action forms are now available and in use but they are not yet required and departments have not all been informed about their availability. The CSE faculty voted to make the SAGES University Seminars optional. This was discussed at the last UUFCC meeting and the discussion will continue at their January meeting.

Jeffrey Wolcowitz reported that the UUF Committee on Academic Standing will meet shortly.

Emilia McGucken reported on behalf of the UUF Committee on Student Life that Glenn Nicholls' wife passed away. The committee has scheduled a meeting for the first week in January.

Sean McDonnell was not able to attend but provided a written report on behalf of the UUF Committee on Undergraduate Admissions. The committee met on 10/29, 11/12 and 12/3 and has discussed faculty involvement in various recruiting programs, including existing and potential new ones. They also discussed application review and admission of first year students in January.

B. Constituent Faculty Executive Committees

Ken Ledford reported that the CAS has plans for a SAGES Task Force but is waiting for the UUFXC to act on this issue. Institutional planning is a high priority.

CSE is also heavily involved in institutional planning.

WSOM had nothing of interest to the UUF to report.

FPBSON is heavily involved in institutional planning and reaccreditation.

C. Faculty Senate – no report

9. Course evaluation questions (faculty volunteers needed)

This agenda item was taken out of order to be certain it was addressed. Don Feke needed additional faculty for a committee to design new course evaluation questions. Christine Hudak and William Deal agreed to serve.

3. UUF Restructuring

The committee discussed a document, provided by Gary Chottiner, that described the structure of the UUF, its critical duties, failures, and ways in which it could be restructured in order to improve how it functions. Several modifications for this document were suggested. The committee will be asked to send additional specific suggestions to Gary Chottiner via email for incorporated into a second draft to be discussed at our January meeting. Some examples mentioned during the meeting are the short tenure of chairs, weak participation by faculty in general, the lack of institutional support, weak lines of communication to the Faculty Senate and President, and the uncertainty in the authority and powers of the UUF. It was pointed out that changes to the by-laws could take several years to implement. Everyone was given an opportunity to comment and vote on the idea of converting the UUF into a Faculty Senate Committee. 3 people spoke out in favor of this idea, 7 were against it and 3 were undecided.

4. SAGES Impact/Oversight

The committee discussed a document, provided by Gary Chottiner, that the questions that might be addressed in a Report on the Impact of SAGES and who might assist in answering these questions. The UUFXC suggested some additions to these questions and agreed to send additional suggestions via email before the next meeting of the UUFXC. The UUFXC agreed on the composition of a new SAGES Impact Committee and authorized Gary Chottiner to begin contacting the school executive committees to identify their representatives. There will be 3 members from the CAS, 2 from CSE, 1 each from WSOM and FPBSON, plus Peter Whiting (to be invited) and Jeffrey Wolcowitz (volunteered to serve). Jay Mann volunteered to represent the CSE. The UUFXC authorized Gary Chottiner to start soliciting input for this committee's report.

The meeting adjourned at 1:00 PM, without addressing other items on the original agenda

5. 30 extra credits for 2 degrees
6. Course and program action form archives & policies
(The following items of Old Business do not demand our immediate attention.)
7. USG Resolution R.17-08 concerning Fall Break
8. Course Time Slot Grid; possible elimination of the Provosts Hour.
10. Forced course withdrawals
11. Task Force on Retention
12. SAGES Capstone & the Capstone Fair (deferred for future discussion)
13. Outcome Assessment (deferred for future discussion)
14. Tracking research experiences for undergraduates. (deferred for future discussion)

Notes for these minutes were taken by Christine Hudak.
These notes were converted into minutes by Gary Chottiner